

*Guidance Note, GN005***FIRST AIDER DUTIES**

When considering taking on the role as a recognised first aider for the University of Aberdeen, in addition to you receiving the appropriate training, there is an expectation for you to discharge the duties of a first aider in a responsible manner, including:

- Responding promptly to an incident / accident when requested, wherever this may be in the University.
- Provide first aid assistance within the limits of your approved training and know when and how to secure additional assistance, including professional medical assistance if the nature and degree of injury is out with the limits of your training.
- Act in such a manner to respect the dignity of all patients and to protect their confidential information.
- Be aware of the location of your nearest first aid box, its contents and ensuring that the contents are replenished when necessary.
- Report accidents / incidents promptly using the online reporting system, ensuring that all sections are filled in appropriately.
- If the casualty is removed to hospital for medical treatment, then contact is made with Central Safety Team (2783 or 3896) to ensure that an investigation can begin without delay.
- If the casualty is removed to hospital, make contact with the School / Department of the casualty (if known) to ensure that emergency contacts can be notified where required. It is not expected that the first aider will notify the casualty's emergency contacts.
- Inform the Central Safety Team of any change in circumstances which may impact you from discharging your duties as a first aider.
- Inform the Central Safety Team of any change of building or room or extension number where you are routinely based.
- To keep up to date with training and current knowledge, including any refresher training deemed required by the University.
- Where possible, download and install the Safezone app on your mobile phone and inform the Central Safety Team when installed.

The provision of first aid treatment as a University recognised first aider is deemed to be under the instruction of the University. Provided that you act in good faith and within the scope of any recognised training provided, then the first aider is covered by the University's indemnity insurance.